Quarterly Reporting Basics
An overview for NEA grantees receiving $25,000 or $50,000

Quarterly reports are required by ARRA. The White House Office of Management and Budget has developed a central reporting portal at Federalreporting.gov, where you'll register and file the reports. Our agency will be able to review your reports online to make sure they are consistent with your grant narrative and budget. We'll contact you if we have concerns that need to be addressed before approving (or disapproving) the report. Finally, the report data will be exported to Recovery.gov where all grant information will be available to the public. *Note: The quarterly reports are not submitted to the NEA. Our agency does not collect the data or maintain the Federalreporting.gov website.*

Excluding registration, this entire process is only 30 days long! Quarterly reports are due until your grant is closed out. Here's the information you need to stay ahead of the curve.

Know what's required

Go to www.nea.gov/manageaward/recovery to find the Quarterly Reports section. It contains a link to *OMB Recipient Reporting Data Model/Data Dictionary*, the document that has the final quarterly data elements that you will need to collect. We will post instructions and certain data elements (e.g., required codes) as necessary on the website.

You must file a report between October 1st but no later than October 10th, even if you will not have received any grant funds by September 30th. There are data elements that will allow you to indicate that no money has been spent on the project.

Make a Plan

- Register at Federalreporting.gov to begin the reporting process. It's required of all awardees, and OMB suggests that you register as soon as possible. The site opens on August 17th.
- Assemble as much necessary information ahead of time.
- Plan internal review procedures in advance.
- Identify key points of contact for data collection.
- Clearly coordinate reporting/reviewing responsibility within your organization.
- Have two people review the data before submitting the report.
- Refer to our gold box for any possible updates.

Important dates:

Recipient registration is open at Federalreporting.gov. This site is for ARRA recipients and Federal

Agencies only. It is not available to the public.

Sept 30   End of quarter (July 1 – September 30)

Oct 1 – 10   Federalreporting.gov opens for reporting on October 1st and your report must be filed by October 10th. This is a firm deadline, and you will be violating the terms of your grant if you don't submit the report by that date. We've been instructed that OMB will lock out grantees at midnight.   There are thousands of awardees and traffic on the site will be heavier as the deadline approaches. Submit your reports as early possible!

Oct 11   Basic raw report data will be extracted to Recovery.gov.

Oct 11 – 21   Grantee correction period (only if necessary). We will notify you as appropriate.

Oct 22 – 29   Final Federal agency review, comment and approval/denial period.

October 30   Full report data extracted to Recovery.gov and available to the general public.

Future Quarterly Reports are due on January 10th, April 10th and July 10th until the grant is closed out. The same cycle applies: Days 1 – 10 for reporting, days 11 – 21 for correction, day 22- 29 for NEA review and approval, and day 30 for export to Recovery.gov.